



## A GETTING STARTED MANUAL

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## GETTING STARTED

The DATA DISAGGREGATION TOOLS templates have been designed to help school administrators and teachers quickly disaggregate data results furnished by NCS scoring. With the templates, administrators and teachers may review *Standards of Learning* test results to help determine:

- The passing rates for specific tests and/or content areas - broken down by school, teacher, student sex, disability grouping, or any other "standard" parameter value;
- Breakdown of results by population groups, including sex, race, and disability grouping;
- Breakdown of the specific blue-print reporting category results for each test - an invaluable exercise for determining areas of weakness in student achievement as measured by SOL test results;
- Listings of students matching specific "search" criteria - especially important in identifying students "on the bubble" and students needing remediation/intervention in areas of weakness as indicated by category performances.

## SYSTEM REQUIREMENTS

The templates were designed in a Microsoft Windows XP/Office XP ® environment using Microsoft Excel. They have been further tested on Windows ME and Windows 98 using both Office XP and Office 2000. They have NOT been testing under Office 97, nor has any attempt been made to run these in a Macintosh environment.

Use the faster PC, with the greatest amount of physical memory (RAM), available for your use. The templates were designed on a Pentium 4, 2.0 gigahertz machine with 512 megabytes of RAM, and work quite well. The templates will run easily on machines less powerful, but some functions may take longer to complete.

A 17 inch display monitor is recommended, along with a resolution setting of at least 800 pixels by 600 pixels. A CD-drive is required to read the dat file from the NCS CD. All templates have been tested on a variety of Hewlett-Packard laser printers. If you are printing to another brand, use the *Print Preview* button found on each shell to preview the printer to ensure compatibility.

## IMPORTING DATA FROM THE NCS PUPIL LEVEL CD

You have received several CDs from NCS. Locate those identified with *Pupil* in the title - *Pupil Wrt CDRM*, *Pupil EOC CDRM*, and *Pupil MC CDRM*. Special Note: these

templates will NOT work with any CD that includes *SPBQ* as part of the CD title, nor any CD the includes *Sum* as part of the title.

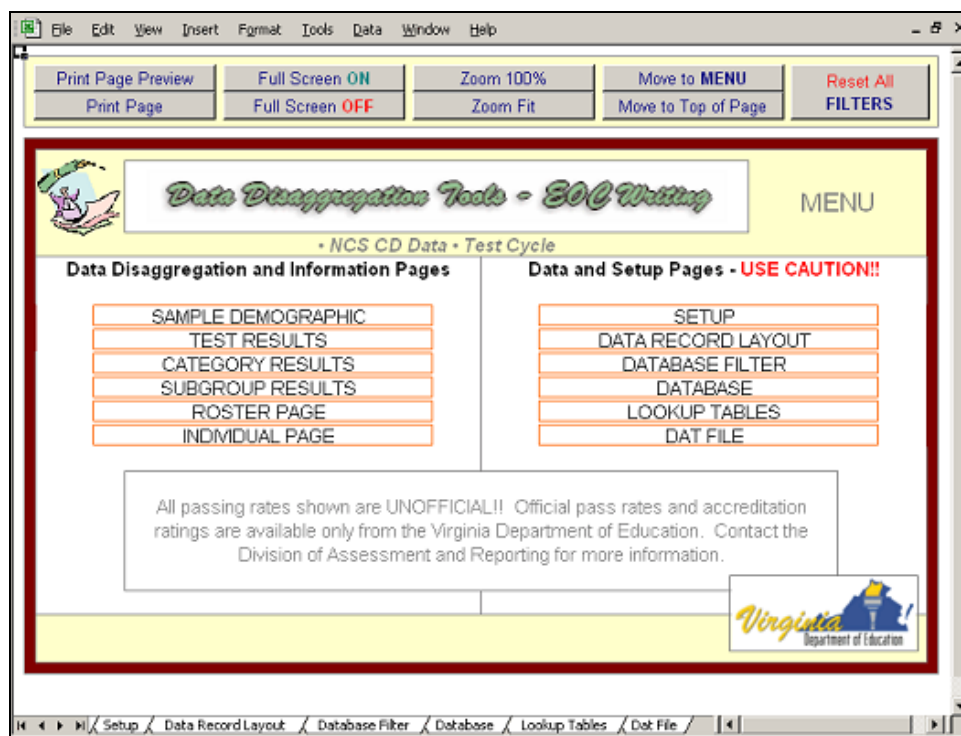
You must match the appropriate template with the correct dat file. There are seven disaggregation templates:

- DDT G11 Writing – this requires the Grade11.dat file from the Pupil WRT CD.
- DDT G08 Writing – this requires the Grade08.dat file from the Pupil WRT CD.
- DDT G05 Writing – this requires the Grade05.dat file from the Pupil WRT CD.
- DDT G11 EOC – this requires the Grade11.dat file from the Pupil EOC CD.
- DDT G08 MC – this requires the Grade08.dat file from the Pupil MC CD.
- DDT G05 MC – this requires the Grade05.dat file from the Pupil MC CD.
- DDT G03 MC – this requires the Grade03.dat file from the Pupil MC CD.

Failure to match template to CD will result in incomplete, incorrect, or meaningless data results! Be careful when starting!!

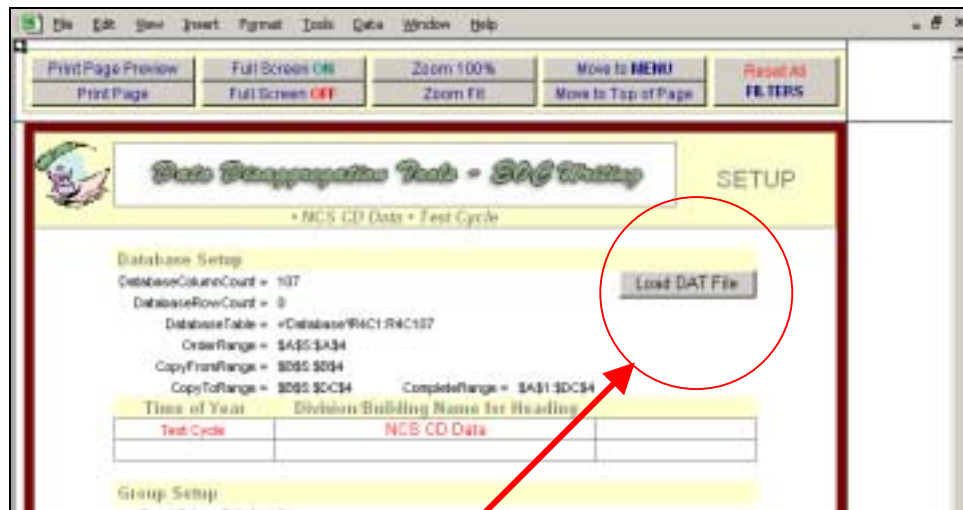
Place the CD into the drive and open the appropriate template. When the template opens, you should be at the MENU page. A more complete description of the MENU page is provided later in this document. For now, our interest is in loading the data into the template.

Figure 1



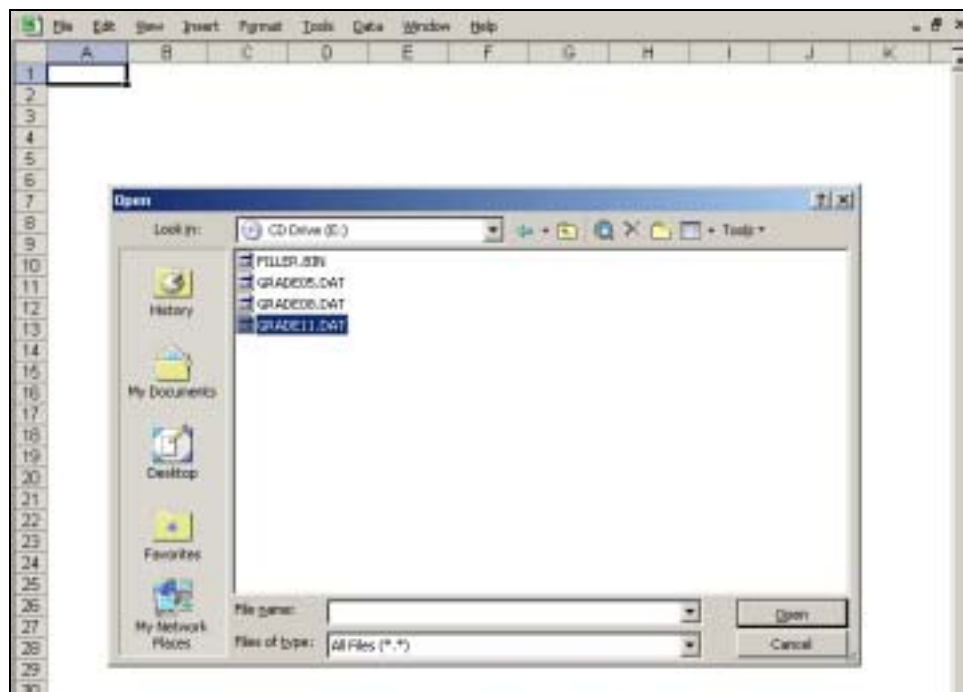
From this MENU page, select the SETUP choice. Your display should resemble Figure 2 shown below:

Figure 2

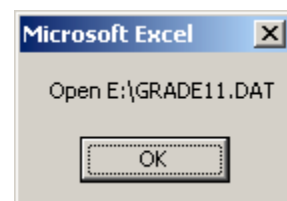


Press the button labeled *Load DAT File*. This allows a typical Windows dialogue box for opening files to appear, as seen in Figure 3 below:

Figure 3

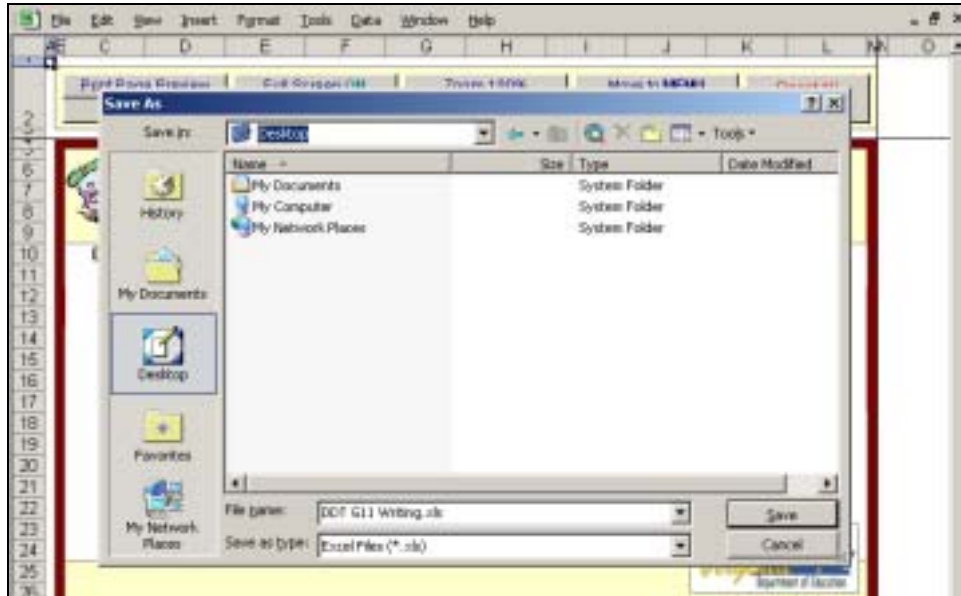


Select the appropriate file and press *Open*. A small window will pop up to allow you to verify – press *OK*. The loading process will begin. Depending on the speed of your computer and the size of the dat file, the time to complete the process may vary from a few seconds to several minutes. On completion of the



load process, another familiar Windows dialogue box, the Save window, will pop up as shown in Figure 4.

Figure 4



Save your newly-created Excel document file in a convenient location using a name that makes sense. Remember, you cannot save this document file back onto the NCS data CD. You should now be ready to begin using the file to disaggregate student results.

The remainder of this document provides a very brief description of some of the common elements used in the templates. For more information about the functions of specific pages, see the *Data Disaggregation Tools for Excel User's Manual*.

## TASK BAR

The Task Bar shown in Figure 5 is located at the top of almost every page of the templates. Some common functions are included in this bar: printing, print previewing, screen display features, and a RESET function. Please note: all printing should be done using the *Print Page* button on the Task Bar. Printing using any other method may result in a printout that provides all the information on the page, including all hidden cells. The screen display features allow you to gain more viewing area by selecting *Full Screen ON*. Use the *TOP* and *BOTTOM* buttons to toggle back and forth between the upper and lower halves of the page – necessary since the full height of the page will not fit comfortably on a standard monitor. The *ZOOM* buttons allow you to adjust the screen display so the width of the page fills the width of the screen. On monitors smaller than 14 inches, the *ZOOM FIT* may cause the display to be too small to view comfortably. The *RESET ALL FILTERS* button causes all filter selections to return to the default settings. Finally, the *Move to MENU* button allows for a return to the MENU page.

Figure 5



## COMMON INTERFACE FOR FILTER SELECTIONS

Selecting filter values is based on a series of drop-down and check box choices. Selections made on any one of the TEST RESULTS, CATEGORY RESULTS, or SUBGROUP RESULTS pages carry across to the other two, making it easier to find information about a consistent group of students. The lone exceptions are Filter 1 and Filter 2, which are variable across the range of data fields. While the filters selected will carry across all three pages, the values typed into the corresponding red-bordered cells are page-specific only.

Generally, drop-down filters represent all possible values within a specific field – and only one choice per drop-down may be selected. Check boxes run across multiple record fields and multiple selections may be made. For example, you may select both *Career/Tech Ed Course* and *Tech Prep Program* in order to view students who meet both requirements. All filters act as AND Boolean operators – meaning that data results shown are shown only for those students matching all the filter criteria.

Figure 6

## MENU PAGE

This page, shown as Figure 7, is the primary navigation page. It includes links to the other pages in the workbook. In turn, most of these pages contain links to return to the MENU, but not links to any of the other pages. The MENU is divided into two sections. Links on the left side of the MENU screen are to pages that contain either information, like a student answer sheet displayed on the SAMPLE DEMOGRAPHIC page or the student lists displayed on the ROSTER page, or specific student results shown on the INDIVIDUAL page; or to pages used to disaggregate data – TEST RESULTS, CATEGORY RESULTS, and SUBGROUP RESULTS. Links on the right side of the screen are to pages that are not used directly for viewing data results. These are used instead to store parsed data, set up lookup tables, and provide the mechanism for setting filters across pages. These pages are open to be viewed, but changing page contents will alter the workings of the pages used for data disaggregation, and changes should be avoided.

Movement between pages may be accomplished by returning to the MENU page for each selection, or by using the *name tabs* shown at the bottom of each worksheet.

Figure 7

